

SMALL JOBS DONE WELL PROGRAM

The *Small Jobs Done Well* Program recognizes those employees who embody the mission, vision, and core values of the Administrative Office of the Courts and District Court Headquarters, and who demonstrate performance above and beyond the scope of assigned responsibilities. While this program formally recognizes employees whose contributions have a lasting and positive impact, directors, managers and staff always should make an effort to acknowledge with a verbal or written note of thanks to those fellow employees who exhibit the core values and guiding principles through their daily actions.

Guidelines

1. Any employee, including directors, managers, and staff, can be nominated by any other employee for recognition in the *Small Jobs Done Well* Program. Members of the Workplace Improvement Team (WIT) are excluded from participation.
2. Nominations should be made on the appropriate form and can be submitted to any member of WIT on an ongoing basis.
3. WIT will select the nominees to be recognized based on the criteria outlined on the nomination form.
4. There is no limit to the number of nominees selected. Once nominees are selected, they will be notified. They will be formally recognized during the annual staff appreciation luncheon, which is held in late spring or early summer of each year. Once the selections have been made, a new pool of nominees will be started.
5. Nominators will be notified by WIT and advised of the results once the selections have been made.

Small Jobs Done Well Nomination Form

Name of Nominee _____ Department _____

Name of Nominator _____ Department _____

Telephone Number _____

Please explain how the nominee performs above and beyond the scope of his/her duties by referring to one or more of the following (please use additional paper if needed).

Please indicate the time frame in which the action occurred:

1. Uses initiative and innovation to improve service to all customers (internal and external)
2. Promotes communication and employee involvement that increases morale
3. Promotes teamwork whereby individual contributions, skills, creativity and knowledge are shared and encouraged
4. Provides clear and accurate information to customers (internal and external), resulting in improved efficiency
5. Demonstrates a commitment to excellence through actions that result in improved organizational performance and operational efficiency in the Administrative Office of the Courts, District Court Headquarters, and/or the Judicial Branch of Government
6. Assists in cultivating a climate where diversity is valued

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Small Jobs Done Well Nomination Form (continued)

Name of Nominee _____

Name of Nominator _____

Effective January 1, 2007

Please return the nomination form to any WIT member: Jennifer Boswell, Doneice Burnette, Gary Cranford, Maureen Della Barba, Ann Green, Mylita Jacob, Kevin Jones, Lynne Kelleher, Stacey Nalley, Diana Newcomer, Regina Offer, Anna Pfeifer, Christie Richards, Art Sherrell, or Brenda Spitzer.